

WFLHD SUPPLEMENT 9.6.4-1

9.6.4 REVIEWS

Add the following:

WFLHD Design Review Procedures

This supplement describes the procedures for submitting a project package of plans, specifications, and cost estimate (PS&E package) for review at project milestones listed in the project specific Project Management Plan.

1. Reviews

A first level review will be performed on the PS&E by a Senior Designer or Highway Design Manager (HDM). This review will incorporate the [Design QA/QC Checklist](#) which will be completed by the reviewer and filed in the design book. The first level review focuses on the technical soundness of the work and appropriate application of design and drafting standards. A second level review will be performed after revisions to the first level review have been completed, unless otherwise noted in the Project Management Plan. This review is performed by the CFT and partner agency with the intent of:

- Evaluating how all work products of each function fit within the PS&E package as a whole,
- Ensuring that the package conforms to the overall project scope, and
- Ensuring that the package incorporates commitments made to partners and regulatory agencies.

2. Special Contract Requirements

Special Contract Requirements are expected deliverables at Plan-in-Hand and Final Review phases. The designer will assemble the SCR's using the track changes function within Microsoft Word. The initial set of SCR's reviewed during the First Level Review should show all changes made to the standard boiler plate SCR (the Library of Specifications). Instructions to the designer should be left in. Subsequent reviews may show tracked changes to the extent the Designer deems appropriate. Prior to distribution to outside agencies for review, all current changes should be accepted and the SCR's should be properly formatted by Office Automation. Send only one complete package of SCR's to Office Automation for formatting, for each design phase review. Do not send piecemeal or multiple sets to Office Automation.

3. Submittal of PS&E Package for Review

Assemble a current set of the plans, cost estimate, Special Contract Requirements (SCR's), cross-sections, or other items, as applicable, for each reviewer. For second level reviews, the designer or HDM will notify the Project Manager (PM) when the package is ready for the

review. The PM will provide a cover memo or transmittal letter, indicating the type of review, review deadline, location of the PS&E Comment Spreadsheet, and a distribution list. The designer will distribute the PS&E packages to the CFT and Partner agencies.

4. Review Comments

The designer updates the tabs in the [PS&E Comment Spreadsheet](#), as appropriate, and provides the location to the CFT and other reviewers. CFT members will document their review comments in the PS&E Comment Spreadsheet. If necessary, with advance notice, additional comments may also be made on the plans, SCR's, or in a supplemental narrative. It will be the Project Manager's responsibility to enter these and other comments into the PS&E Comment Spreadsheet. CFT members will draft responses to comments in their respective technical areas within the time frame set up in the project plan. Conflicting comments and comments requiring a decision affecting project scope, schedule, or budget, will be resolved by the PM and appropriate CFT and partner agency representatives. CFT reviewers are responsible to assure the PS&E package was changed according to the comments on the PS&E Comment Spreadsheet.

5. Field Review

The CFT members and Project Manager should ensure that comments from field reviews are documented and addressed. Document proposed changes, action items, and discussion points in the format defined in the Project Management Plan. Document proposed changes affecting scope, schedule, or budget on a Change Request to be submitted to the PM.